



A Special Thursday Edition of the Friday Letter
To the Board of Directors
September 20, 2012

From: Rick Howard, General Manager

General Manager/Administration:

- ✓ Next week, I will be attending the CSDA Conference in San Diego. I will return to the office on Monday, October 1, 2012. In my absence, Virgil Koehne will act as Acting General Manager. I will be available, however, if necessary. I am taking a vacation day tomorrow and will not be in the office.
- ✓ Wednesday night's meeting was the first meeting that we ran a paperless agenda. We will continue to work out some of the bugs to improve overall functionality. Beginning October 17, 2012, we will no longer provide paper agenda packages.
- ✓ Kiper Homes has pulled building permits for twenty one (21) new homes in The Lakes in Discovery Bay West. They began grading and installing their underground utilities this week.
- ✓ On Saturday, September 22, 2012 the public notice will be published (and again on Friday, September 28, 2012) regarding the October 3, 2012 Public Hearing on the proposed Capacity Fee Charges. Bartle Wells Associates will present their findings and be available for questions.

Water and Wastewater Services

- ✓ On Tuesday, Conco began the grading work on the 4th solar slab.
- ✓ Aaron has been working with finance on improving the processes between the wireless mesh, dropped or no reads, and other technical issues related to the electronic water meter network. We have rolled out an iPad for his use to be able to log gps coordinates as well as send and receive information in the field rather than having to return to the office. This tool has made the entire process much more efficient.

- ✓ We have run into some difficulties locating the site for the new Well 7. The first two (2) locations proposed to the California Department of Health have been denied. Consequently, we are working with the Hofmann Company on a site off Bixler across from the Newport Water Treatment Plant.
- ✓ On Wednesday, the Water and Wastewater Committee will meet to go over the final schedule for the CIP. We are trying to identify a cash flow schedule so that we can invest the funds that will not be spent for a year or more in a longer term count that would provide a higher yield. Any investment vehicle that is utilized is strictly controlled by the terms of the issuance (which requires a very low threshold for risk).

Financial Services

- ✓ We have had a few issues over the past two (2) months in getting water bills out on the scheduled billing date. The bills have all gone out, albeit, late. We are now caught up and on schedule. The delays were caused as a result of recent staffing changes.

Parks and Landscape Services

- ✓ As you know, the Genie Boom Lift arrived this week. The crew rolled it out on Newport Drive to start the annual palm tree trimming process. As with all new equipment, there is a learning curve. In other words, they didn't get as far as they had hoped, and they will return to Newport and finish the trimming before moving to other parts of town. See photo, below.



- ✓ As I noted last week, the controller at the Ravenswood Splash Pad has gone out. A new one is on the way. In the meantime, we are in the process of installing an over-ride where five (5) of the valves will go on for 10 minutes and then turn off. The new controller is being shipped early next week. Once we receive it, it will be installed the next day.
- ✓ The Clipper Drive project continues to work its way towards an October completion. Trees will be installed this week and next, as well as new plant materials. There will be a break in the action after that for approximately two (2) weeks to move back to palm tree trimming. Once that is complete, we will then wrap up Clipper.

Important Dates

Upcoming important dates are as follows:

- CSD Regular Board Meeting – Wednesday, October 3, 2012 at 7:00 p.m.